United Nations A/INF/64/6

General Assembly

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High-level United Nations Conference on South-South Cooperation
Nairobi, 1-3 December 2009

Information for participants

Note by the Secretariat

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Please recycle

Introduction

1. The General Assembly, in its resolutions 62/209 of 19 December 2007 and 63/233 of 19 December 2008, decided to convene a High-level United Nations Conference on South-South Cooperation on the occasion of the thirtieth anniversary of the adoption of the Buenos Aires Plan of Action for Promoting and Implementing Technical Cooperation among Developing Countries. In this regard, the General Assembly, in its resolution 64/1 of 6 October 2009, decided that the High-level United Nations Conference on South-South Cooperation would be held in Nairobi from 1 to 3 December 2009, at the highest possible political level, including the participation of heads of State or Government, ministers, special representatives and other representatives, as appropriate.

Venue and dates of the Conference

2. The Conference will be held from 1 to 3 December 2009 at the United Nations Office at Nairobi. The contact details are:

Address: United Nations Office at Nairobi
United Nations Avenue - Gigiri
Nairobi, Kenya

Website: www.unon.org
Tel: +254 20 762 1234
Fax: +254 20 762 3933

3. The travel time between the airport in Nairobi and the Kenyatta International Conference Centre is approximately 45 minutes in non-peak hour traffic.

Arrivals and departures

4. Member States and other participants, through their permanent missions and offices and in coordination with the host country authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements regarding travel to Nairobi and for ground transportation in Nairobi, in consultation with host country authorities. Member States and other participants will also be responsible for paying due attention to any special health and medical considerations and will, in coordination with host country authorities, be responsible for making their own departure arrangements at the end of the Conference.

5. A list of hotels in Nairobi is attached (see annex II). Member States and other participants may make their own hotel reservations. For assistance in making hotel reservations, Member States and other participants may contact the focal point in Nairobi:

Ms. Sabina Wakio Maghanga, Director
Macro Planning Directorate
Office of the Prime Minister
Ministry of State for Planning,
National Development and Vision 2030
Tel. 254 20 225 2299 extension 33094
Fax 254 20 222 1256
Email: smaghanga@planning.go.ke

Opening meeting of the Conference

6. The formal opening of the Conference will take place on Tuesday, 1 December 2009 at 10 a.m. in Conference Room 1. To allow the opening meeting of the Conference to begin punctually, participants are requested to be seated in the plenary hall by 9:45 a.m.

Programme of work

7. For details on the provisional agenda and proposed organization of work, delegations should refer to document *Provisional Agenda and Organization of Work* (A/64/507), as well as information available on the website of the Conference (www.southsouthconference.org).

Programme of meetings

8. The programme of meetings has been announced in the *Provisional Agenda and Organization of Work* (A/64/507). All plenary meetings will be held in Conference Room 1. All meetings of the Working Committee will be held in Conference Room 4. Round-table meetings will be held in Conference Room 3.

Participation in round tables

9. Each round table will be open to participation by representatives of all Member States and to a limited number of non-State participants (see *Concept Note on the Roundtables*). The list of non-State participants in the round tables will be established on a first-come, first-served basis.

Accreditation of participants

10. Delegates and participants are advised that access to Conference Centre will be allowed only upon presentation of a conference pass. United Nations grounds passes from New York and other duty stations will not be honoured for access to United Nations Office at Nairobi for the purpose of attending the Conference. Issuance of conference passes will be done solely on the basis of official communication conveying authorized lists of participants with names and functional titles, and individual accreditation form SG.6(12-09) (see Annex A). This form is available in the Office of Protocol and Liaison Service in New York, room S-201, at http://www.un.int/protocol and at the Conference website, www.southsouthconference.org.

11. Delegations may submit their requests for accreditation to the Office of Protocol and Liaison Service in New York until 19 November 2009. Starting 20 November 2009, all accreditation requests and other conference-related materials should be sent via facsimile to the accreditation centre in Nairobi for processing. The Office of Protocol and Liaison Service will communicate the facsimile number of the Accreditation Centre to all permanent/observer missions in New York in due course. Delegations may also obtain the facsimile number by contacting the Office of Protocol and Liaison Service in New York at telephone 212 963-7173, 212 963-7175 or 212 963-7171. Missions are reminded not to submit any accreditation request to the Office of Protocol and Liaison Service in New York after the close of business on 19 November 2009.

12. Delegations are urged to note that individual accreditation forms are required for all participants, including heads of State or Government, vice-presidents, crown princes, first ladies/spouses, as well as cabinet ministers and their spouses. Delegates are reminded that passes for all pre-accredited VIPs and authorized accreditation slips for delegates will be available for collection by representatives of delegations at the United Nations accreditation centre in Nairobi.

13. On-site accreditation of Government delegates to the Conference will be conducted by the Protocol Accreditation Unit in Nairobi starting on 24 November 2009. Delegates who were not pre-accredited will be required to present official communication containing the authorized list of participants to the Conference or letters of credentials which include their names, together with duly completed accreditation form SG.6(12-09). Upon approval by the Protocol Accreditation Unit, delegates will proceed with the authorized accreditation slips to the Pass and ID Office Unit at the Accreditation Centre to have their photographs taken and conference passes processed.

14. Following past practice, heads of State or Government, vice-presidents and crown princes will be provided with a VIP pass without a photograph. Delegates at the level of cabinet minister will be issued a VIP pass with a photograph. Spouses of delegates, regardless of rank, are entitled to the same type of pass as the principal.

15. VIP passes will be produced on-site by the Protocol Accreditation Unit upon presentation of an official communication containing the authorized list of participants and individual accreditation forms, SG.6 (12-09) with two passport-size colour photographs of each VIP, where applicable. Delegations may send digital photographs by email to chuaw@un.org, following submission of formal requests. Colour photographs must be in *jpeg* format. **All e-mail requests must contain in the subject line ONLY the name of the member state or observer and NO other information.** The Protocol and Liaison Service will not accept requests other than those for VIP passes by email.

16. All delegates, except the VIP group mentioned above, must personally visit the Pass and ID Unit at the Accreditation Centre in Nairobi to have a photograph taken in order to obtain a conference pass. Digital photographs, sent by participants who are unable to come to the Pass and ID Unit to have their photographs taken, will not be accepted. Delegates and participants are strongly urged to come to the United Nations Office at Nairobi early to allow time for them to go through the accreditation process.

17. Delegates and participants are reminded that accreditation to the conference is a separate process carried out by the United Nations Office of Protocol and Liaison Service. It is completely independent of the online registration process found in the website of the Government of Kenya and the South-South Conference Secretariat. Conference passes will only be issued to delegates and participants duly accredited by the Office of Protocol and Liaison Service.

18. Members of security details of VIPs participating in the Conference will be registered and issued appropriate conference passes by the United Nations Security and Safety Service (see para.53 below).

19. For accreditation arrangements for the media, see paragraphs 41 and 42 below.

20. Every delegation representing a Member State, the Holy See, the Cook Islands, Niue, Palestine, the European Community, the World Bank, the International Monetary Fund or the World Trade Organization will be allocated seats in the plenary hall.

21. The Accreditation Centre in Nairobi will operate on the following schedule:

24-27 November	9:00 a.m. to 5:00 p.m.
28-29 November	9:00 a.m. to 7:00 p.m.
30 November	8:00 a.m. to 8:00 p.m.
1 December	8:00 a.m. to 7:00 p.m.
2 December	9:00 a.m. to 5:00 p.m.
3 December	9:00 a.m. to 1:00 p.m.

List of delegations

22. The Protocol Accreditation Unit in Nairobi will publish a list of delegations to the Conference. Permanent representatives and observers are kindly requested to submit a comprehensive list of their delegation to the Conference, with functional titles and designations of all the delegates, to the Office of Protocol and Liaison Service in New York until 19 November 2009. From 20 November 2009, delegation lists should be submitted to the protocol accreditation unit in Nairobi.

Social events

23. Information on social events being hosted during the Conference will be communicated by the respective organizers.

Languages of the Conference

25. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference. Official documents will be made available in the official languages of the Conference.

Meeting and interpretation services

26. Interpretation services will be provided for the five (5) plenary meetings of the Conference, scheduled meetings of the Main Committee and the two (2) round tables. The extension of official meetings beyond their normal duration, or the provision of interpretation services to regional or other major groupings of Member States, will be arranged according to the availability of interpretation services.

27. Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages; however in such cases, the delegation must provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

28. Meetings other than those of United Nations bodies, such as meetings of regional or interest groups, will be accommodated according to availability of meeting rooms and services. Requests for meetings services should be directed to Mr. Francisco Vasquez at the Meeting Coordination Unit in the "old commissary offices".

Documentation

Circulation of written statements

29. Delegations wishing to have their statements distributed to the meeting participants are requested to deliver 350 copies to the meeting servicing assistants located in the distribution area (pigeon holes) outside the main conference room prior to the start of the meeting at which the statement is being delivered. Delegations who wish to have written statements distributed to the media are requested to deliver 300 copies to the media documents counter located in the media centre. Participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

30. Delegations who wish to have statements posted on the Internet (on the official Conference website) are requested to provide, in advance, an electronic copy of their statement, in any of the official languages, on a CD-ROM to the United Nations webcast room located in the media centre, or by e-mail to: southsouthconference@undp.org.

Distribution of official documents

31. The main documents distribution desk for delegations will be located in the "pigeon hole" area outside the main conference room.

32. Each delegation will be assigned an individual "pigeon hole" at the documents distribution desk in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that the "pigeon holes" are exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents.

33. Each delegation is requested to advise the documents distribution desk at the earliest opportunity of its daily requirements regarding the number of copies of each document it wishes to receive during the Conference and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Conference.

34. Accredited NGOs and business sector entities, as well as representatives of the media, will be able to obtain official session documents at designated documents distribution desks.

Receipt and circulation of other documents

35. Other documents that United Nations entities, Governments, NGOs and business sector entities or other accredited organizations may wish to make available to participants in the Conference are to be provided by the entity concerned in appropriate languages and quantities. The Secretariat will not be able to undertake either reproduction or translation of such documents, nor will they distribute documents on behalf of other organizations. Delegations are required to organize the delivery of their own documents to the Convention Centre (delivery times must be coordinated with the United Nations Security and Safety Service (see also para. 60 below) and to take their documents from the delivery bay to the distribution points. These documents will be made available in specified areas outside the main conference room. Distribution space, however, will be limited to table tops and it is recommended that only 200 copies of each document be displayed at any one time. Additional copies and any left copies outside the authorized area may be removed and destroyed.

36. Members of United Nations entities should forward two copies of each document they intend to distribute to Ms. Teresa Liu for screening at e-mail teresa.liu@undp.org.

Live coverage

37. The Department of Public Information will provide live coverage of the Conference through the World Wide Web. Internet users around the world will be able to follow the Conference proceedings by viewing the live webcast and to access information, such as press releases and official documents as well as by visiting the Conference website at: southsouthconference.org.

Arrangements for bilateral meetings

Facilities

38. For bilateral meetings among Member States, one (1) suitably appointed meeting room, each able to hold a maximum of twenty (20) participants, will be available at the conference venue from 1 to 3 December 2009.

Reservations

39. Requests for meeting facilities should be made to Mr. Francisco Vasquez, Meetings Coordination Unit, in the "old commissary offices". A form is attached for use in reserving these facilities in Nairobi (see annex). Confirmation of all booth assignments will be given the day before the meeting, at the Conference Centre in Nairobi. Requests for use of bilateral meetings rooms should be sent to Mr. Leo Buencamino at email: leo.buencamino@undp.org.

40. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations starting on the hour and half-hour. It is essential that all requests specify the date and time of each meeting and include the name of the other delegation(s) participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

Media

Media accreditation

41. Journalists applying for accreditation should register online at ww.un.org/media/accreditation by submitting the online accreditation form. Upon successful submission of the form, an e-mail confirmation is sent to your e-mail address. Messages reporting the status of application will also be sent by e-mail. Upon receipt of an e-mail confirming the approved accreditation, a media press pass may be picked up at the accreditation centre located at the registration pavilion of the United Nations Office at Nairobi starting on 25 November 2009.

42. All members of the press corps accompanying heads of State or Government or heads of delegation must also complete an application form for accreditation, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation. Media representatives accompanying heads of State or Government or heads of delegation must then present themselves to the accreditation centre in Nairobi, where they will have their photographs taken and be issued a pass upon presentation of a national passport and another valid photographic identification.

Press conferences

43. Daily press briefings by the Spokesperson for the Conference will be held at the Press Briefing Room at the lower library, at times to be announced. The room will also be available for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to Mr. Tetsuo Ohno at tesuo.ohno@unon.org. Such requests must be made in writing by a senior official of the delegation wishing to hold the press conference, and should include the name(s) of the speaker(s), their title(s) and the subject to be discussed. The telephone and facsimile numbers in Nairobi of the person to be contacted to confirm arrangements should be included in the request.

44. Press conferences may run no longer than 30 minutes. Heads of State or Government will be provided interpretation in English, French and the language of the head of State or Government if it is an official language. Attendance at press conferences will be limited to accredited journalists. The only exceptions are the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences. Additional details concerning the procedures governing press conferences will be issued by the Department of Public Information.

45. The schedule of press conferences will be posted in the media centre.

Media facilities

46. There will be a media centre for the use of all journalists accredited to cover the Conference. Computer workstations with access to the Internet will be available, as well as broadcast connections for radio and television journalists. The plenary sessions and other activities will be broadcast live into the media centre and on closed-circuit television monitors located throughout the Conference venue. Audio-visual and sound feeds of the plenary sessions, press conferences and other events will be provided to broadcasters live on request, free of charge. Plug-in recording facilities will be available.

47. A press kit containing background information relevant to the Conference is available from the Department of Public Information in English and French. It will be made available in the media centre and posted on the Conference website. During the Conference, staff in the office of the Spokesperson in Nairobi will be available to provide information to journalists on background and on the record.

48. A documents distribution counter in the media centre will provide journalists with all documents, as well as copies of daily press releases in English and French covering the main activities of the Conference. They will also be made available electronically on the Conference website.

49. The United Nations webcast will provide live and on-demand webcast coverage of the Conference in English, French and the original language of the speaker. The webcast will be available at: http://www.un.org/webcast/ffd. A live feed for broadcasters will be provided in the media centre in English and French or the floor language.

50. Photographs from the Conference will be uploaded for anybody to download free of charge. The URL for this facility will be provided at the first media briefing in Nairobi.

Access to the media by Governments and non-governmental organizations

51. To facilitate media contacts, delegations are invited to provide the office of the Spokesperson with the name and telephone number in Nairobi of the person in the delegation who journalists may contact to request interviews or other information. That information may be sent to the Office of the Spokesperson at email: tetsuo.ohno/*a* unon.org or provided in person to the Office of the Spokesperson in Nairobi, near the media centre, from 25 November 2009.

Security

52. Effective 30 November 2009, access to the Conference Centre complex and its surrounding area will be strictly limited to persons properly accredited to the Conference by the United Nations.

53. Passes for all Government delegations and other participants from United Nations entities, the media and representatives of NGOs and business sector entities will be issued at the accreditation centre in the Pavilion Registration Hall. During the period of the Conference, the security arrangements are as set out below.

Security responsibilities

54. Security responsibility for the Conference is the same as for any other activity at the United Nations: the United Nations Security and Safety Service, is responsible for the security of everyone while they are on the UN premises. The host country and host city authorities are responsible for all arrangements relating to security and movement outside the UN Complex, as is standard practice for official conferences.

55. Host country security authorities will provide protection to heads of State or Government, as well as to a limited number of other Government officials, by the assignment of protection detail personnel. Arrangements for such assignments are initiated by the embassies of the relevant countries in Nairobi, with the Ministry of Foreign Affairs of Nairobi. In the case of heads of State or Government, the respective embassies should contact the Ministry of Foreign Affairs if they have not already done so. Delegations without embassies in Nairobi can inform the Ministry of Foreign Affairs directly.

56. Delegations whose head of State or Government is attending the Conference may wish to contact the United Nations Security and Safety Service, particularly with regard to the accreditation and issuance of grounds passes to their national security details.

57. Questions relating to security should be directed to Lt. Johnstone Nzoka, VIP Protection, or Inspector Joram Mkunde, Deputy Officer-in-Charge of Security for the Conference.

Access to and within the Convention Centre during the Conference

58. Access to the Conference Centre complex during the Conference will be strictly restricted to those persons who are properly accredited and who are wearing a Conference grounds pass. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

59. Within the Conference Centre complex, there will be certain further restrictions on movements. A restricted area has been designated encompassing the (*give exact location*) and the entire area of the Conference Centre, to be controlled by the United Nations Security and Safety Service.

60. All deliveries must be completed between 4 and 6 a.m., and must be scheduled and cleared by the United Nations Security and Safety Service and the Nairobi police.

Access to the Conference Centre

61. Access to the Conference Centre will be as follows:

(a) Delegations and United Nations staff: entrance from the Visitors' Pavilion. VIPs will enter through the Main Gate. Special vehicle stickers for their cars will be issued.

(b) Representatives of NGOs and business sector entities and local staff: entrance through the Pavilion.

Loss of pass

62. Loss of a Conference grounds pass must be reported to the accreditation centre.

Non-governmental and business organizations

63. Civil society representatives and business entity representatives will each have offices available at the Conference venue, as well as meeting space for their use during the Conference.

Special events

64. Participants to the Conference wishing to exhibit their material and other works may contact Mr. John Kakonge at email: john.o.kakonge@undp.org.

Other useful information for participants

Currency, cheques and credit cards

65. The Nairobi currency is the Kenya shilling. Foreign currencies will be exchanged at the fixed exchange rate of $1 = KSh75.

Electricity

66. The standard electricity in Nairobi is 240 volts (V). Most modern hotels use British style plugs with one grounding and two flat blades. It is advisable to bring conversion plugs or adapters, if needed.

Climate

67. Kenya lies astride the equator on the east coast of Africa and is bordered to the north by Sudan and Ethiopia, Somalia to the east, Uganda to the west and Tanzania to the south. Lake Victoria, which is Africa's largest fresh water lake, lies to the west of the country, while Mount Kilamanjaro, Africa's highest peak lies to the south. The Indian Ocean lies to the east. Kenya is a renowned tourist destination, famed for her great wildlife and the famous Game Safari. For more information on places of interest, visit www.magicalkenya.com.

Kenya enjoys a tropical climate with moderate temperatures averaging about 22 degrees centigrade throughout the year. It is hot and humid at the coast, temperate inland and dry at the north and northeast parts of the country. The long rains occur from April to June and short rains from October to December. Rainfall is sometimes heavy and when it does come, it often falls in the afternoons and evenings. The average annual temperature in the capital city, Nairobi, (altitude 4,980feet), is 25 degrees Centigrade maximum and 56 degrees Fahrenheit minimum. The hottest period is from February to March and coolest in July to August. However, due to climate change, the weather, at times, is unpredictable.

Annex I

Bilateral Booth Reservation Form to be filled when requesting use of the bilateral meeting room

High-level United Nations Conference on South-South Cooperation

BILATERAL BOOTH RESERVATION FORM

1-3 DECEMBER, 2009

MISSION:

CONTACT PERSON:

HOTEL AND ROOM NUMBER:

HOTEL AND PHONE NUMBER:

EMAIL ADDRESS:

DATE OF MEETING

TIME (FROM – TO)

Meeting with DELEGATION of:

LEVEL

Annex II

List of hotels in Nairobi, including their rates, proximity to the United Nations Office at Nairobi and contact information

1.	Hotel Intercontinental P O Box 30353 **NAIROBI – 00200**	5	Superior Single **$185** Superior Double $205 Deluxe single $230 Deluxe Double $270 Executive Single $325 Executive Double $365	770		Fax: (+254-020) 32000030 Tel: (+254-20) 32000000 Email: nairobi@interconti.com www.ihg.com Contact Person: Ms. Josephine Wakhu E-mail josphinewakhu@cnairobi.com	City Centre	10Km
2.	Laico Regency P O Box 57549 **NAIROBI**	5	Deluxe Single $185 Deluxe Double $210 Executive suite $ 375 Executive Double $ 375	388		Fax: (+254-020) 217120 Tel: (+254-020) 211199 Email: embugua@laicoregencyhotel.co.ke www.laicohotels.com Contact Person: Ms jassi Sian jsian@laicoregencyhotel.co.ke	City Centre	8.5Km
3.	Hotel Tribe- Village Market	5	Single deluxe **$ 200** Starndard double **$285** Deluxe Double $285 Single Junior Suite $ 345 Double Junior **$ 405**		Single Superior 6 Rooms Lofted Business Suit 4 Rooms Penta House 1 Ambassadorial 1	Fax: (+254-020) 7200110 Tel: (+254-020) 7200106 Email: reservations@tribehotel-kenya.com www.serenahotels.com Contract Person: Sandeep Brar	10Km	1Km

4.	Serena Hotels P O Box 48690 **NAIROBI**	5	Single Deluxe Rooms **$200** Standard Double $ 265 Deluxe Double Rooms $ 285 Single junior suit $345 Double Junior suite $405 Executive Suite $510 Garden Suite $555 Executive Bateleur $555 Business Suite $605	283		Fax: (+254-020) 2718100 Tel: (+254-020) 2822000 Email: mktg@serena.co.ke www.serenahotels.com Contact Person: Mr. Harrison Tuva Email: nairibi@serena.co.ke	City Centre	10Km
5.	THE NORFOLK HOTEL P O Box 40064 **NAIROBI**	5	Fairmount Single Room $ 150 Fairmount Double $ 199 Deluxe Suite **$283** STD Suite Executive Suite**$692**	334	20 rooms	Fax: (+254-020) 250200 Tel: (+254-020) 2265000 Email: Norfolkgm@lonrhotels.co.ke www.seirmont.com Contact Person: Mr. Charle Sivuvi charleskivuvi@fairmount.com	City Centre	10Km
6.	THE STANLEY HOTEL P O Box 48690 **NAIROBI**	5	Deluxe single room $175 Deluxe Double room $ 215 Club room single $245 Club room double$285 Business Suite $520 Executive Suite (one bedroom) $ 608 Executive Suite (two bedroom)$714 Suite two bedroom $796	484		Fax: (+254-020) 715566 Tel: (+254-020) 316377 Email: reservation.stanley@sarovahotels.com www.sarovahotels.com Contact Person: Mr. Nelson Mburu	City Centre	12Km
7.	HILTON HOTEL P O Box 30624 **NAIROBI**	5	Guest Rooms Single **$113** Guest rooms Double $ 138 Deluxe Single $ 143 Deluxe rooms Double $ 168	583	20 Rooms	Fax: (+254-020) 250099/226477 Te: (+254-020) 250000 www.hilton.com Email: Contact Person: Bernard Itebele reservations.nairobi@hilton.com	City Centre	12Km

8.	SAFARI PARK HOTEL P O Box 45038 **NAIROBI - 00100** Thika Road	5	Single deluxe **$180** Double deluxe **$220** Grand room $225 Business Suites $285 Executive Suites $315	285	50 Rooms	Fax: (+254-020) 3633919 Tel: (+254-020) 3633000 www.safaripark-hotel.com Email: reservations@safariparkhotel.co.ke Contact Person: Ms. Ruth Chege or Scola Muthamia	10 ½ KM	5Km
9.	FAIRVIEW HOTEL P.O. Box 40842 00100 NAIROBI	4	Economy Rooms **$ 125** Economy Plus **$ 136** First Class rooms **$181** Business single **$160** Executives **$253**	167	167	Tel: (+254 020) 288 1000 Fax: (+254 020) 2721320 Email: book@fairviewkenya.com www.fairviewkenya.com	3 ½ Km	14Km
10.	Six Eighty Hotel P O Box 43436 **NAIROBI – 00100**	3	Single Room **$99** Double Room **$140**	554	200 Rooms	Fax: (254-20) 315680 Tel: (254- 20) 343875 Email: info@sentrim-hotels.com Contact Person: Mr. Maurice Otieno motieno@sentrim.hotels.com www.sentrim-hotels.com	City Centre	12 Km
11.	Jacaranda Hotel P O Box **NAIROBI** Waiyaki Way, Westlands	3	Standard Single Room $188 Standard Double Room $234	242	40 Rooms	Fax: (+254-020) 4448977 Tel: (+254-020) 4448713/4 Email: cro@jacarandahotels.com www.jacarandahotels.com Contact Person: Tonney Muiruri Mutunga	3 ½ KM	10Km

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12.	Nairobi Safari Club P O Box 43564 **NAIROBI - 00100**	3	Single Suite **$160** Double Suite **$180**	282	20 Rooms	Fax: (+254-020) 224625 Tel: (+254-020) 251333 Email: info@nairobisafariclub.com Web site: www.nairobisafariclub.com Contact Person: **Ms Florance Marangu** **E-mail: sales @nairobisafariclub.com**	City Centre	12Km
13.	HOLIDAY INN **P O Box 66807** **NAIROBI - 00800**	3	Standard Room **$199** Double Room **$224**	342	50 Rooms	Fax; (+254-020) 3748823 Tel (+254-020) 3740920/1 Email: reserve@holidayinn.co.ke www.holiday-inn.com/nairobikenya Contact Person:Ms Saillie Khavere E-mail khaveres@holidayinn.co.ke	4 KM	7 Km
14.	Panafric Hotel P O Box 30486 **NAIROBI** Valley Road	2	Standard room single $110 Standard room double$150 Superior Single $145 Superior Double $190 Club room single $185 Club room Double $240 One bed roomed themed Suite $ 400	153		Fax: (+254-020) 2726356 Tel: (+254-020) 2720822 Email: reservations@panafric.sarova.co.ke Contact Person: Nelson Mburu nelsonmburu@sarovahotels.com	1 ½ km	15 Km

15.	Silver Springs Hotel	3	Single rooms **$105** Double Rooms **$132** Executive Suites	184	Rooms available	Fax (+254 020) 2720545; 272806 Tel: +254 020) 2722451/4; 2722456 Email: frontoffice@silverspringshotel.com www.silverspringshotel.com Contact Person: Mr. Michael Ochieng	2 km	18 Km
16.	Utalii Hotel P.O. BOX 31067 00600 Thika Road NAIROBI	3	Single Rooms **$100** Double Rooms **$140**	105	13 Rooms	Fax (+254 –020)8560514 Tel (+254 – 020) 8563540/6, 8561985/7 Email:: reservations@utalii.co.ke www.utalii.co.ke Contact Person: Mr. Suleiman Mwanyere	5 ½	6 Km
17.	Hotel Boulevard P.O. Box 42831 NAIROBI	2	Std Single **$77** Std Double **$100**	140	40 Rooms available	Tel: +254020 2227567/8/9 e-mail: sentrimboulevard@gmail.com www.hotel@hotelboulevard.com Contact Person: Maurice Otieno E-mail: motieno@sentrim-hotels.com	1 ½ Km	12 Km
18.	Comfort Hotel Milimani P.O Box 30425 00100 Nairobi Kenya	-	2 Bed roomed Apartment $ 126 I Bed roomed Apartment $68 Twin Bed (2 Pax) $76 Single Bed (1 Pax) $58		58 Rooms available	Tel: (+254 020) 317606 – 9 Fax: (+254 020) 317610 Email: comfort@kenyacomfort..com www.kenyaconfort.com	1 Km	10 Km

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19.	Kenya Comfort Hotel P.O Box 30425 00100 Nairobi Kenya	-	Standard Rooms $50 Superior Rooms $ 55 Executive Single $60 Family Room $101 Apartment $116		83 Rooms available	Tel: (+254 020) 317606 – 9 Fax: (+254 020) 317610 Email: comfort@kenyacomfort..com www.kenyaconfort.com	1 Km	11 Km
20.	Kivi Milimani Hotel P.O. Box 20681 00100 NAIROBI KENYA	-	Single Rooms **$65** Double Rooms **$90** (all self contained ensuites)	90	Rooms available	Tel: (+254 020) 2722358 Fax: (+254 020) 2724685 Email: reservations@kivimilimanihotel.com www.kivimilimanihotel.com	3 km	13 Km
21.	Olive Gardens	3	Single Rooms **$ 47** Double Rooms **$60** Executive Single **$ 55** Executive Double **$ 68** Deluxe Single **$ 65** Deluxe Double **$ 79**	60	15 rooms available	Tel: +254020 2737854/2540202727777 Fax: +2540202737854 e-mail: info@theolivegardens.com www.theolivegardens.com	4 Km (Opposite Nairobi Women's Hospital	14 Km
22.	Hill Park Hotel P.O. Box 460037 00100 NAIROBI KENYA	-	Single Rooms **$ 80** Double Rooms **$ 132** Premier Single **$ 107** Premier Double **$ 160** Deluxe Single **$ 187** Deluxe Double **$ 267**	76	70 Rooms	Tel: (+254 020) 2724312/3/5 Fax: (+254 020) 2716768 Email: reservations@hillparkhotel.com www.hillparkhotel.com	3 ½ Km (next to World Bank)	13 Km
23.	The Heron Hotel P.O. BOX 41848 00100 NAIROBI KENYA Milimani Road	-	Single Rooms **$ 107** Double Rooms **$ 133**	110	Rooms available	Tel: (+254 020) 2720740-3 Fax: (+254 020) 2721698 Email: herco@iconnect.co.ke reservations@heronhotel.com administration@heroncourt.com www.heronhotel.com	2 ½ Km	12 Km

24.	Ngong Hills Hotel	3	Single Rooms **$ 53** Double Rooms **$ 67** Triple rooms **$ 80**	35	20 Rooms	Tel: +254 020 3876745/3860894/5 E-mail: info@ngonghillshotel.co.ke www.ngonghillshotel.com	5 Km	14 Km
25.	Sagret Hotel (Milimani)	2	Single Rooms Double Rooms Triple rooms **All rooms charged per person $ 30**	45	35 Rooms	Tel: +254 020 2720933/4/ 2720939 Fax: +254 020 2713125 E-Mail: sagret@sagrethotels.co.ke	2 ½ Km	12 Km
26.	Hotel La Mada	4	Std Single special UN rates $140 Std Double special UN rates $160 Suites special UN rates $250	35	20 Rooms	Tel: +2540208561041 Fax: +2540208561194 E-mail: lamada@madahotels.com www.madahotels.com Contact Person: Mr. Martin Thinji	6 ½ Km	8 Km
27.	Panari Hotel	5	Std Single **$ 150** Std Double **$ 180** Superior Single **$ 180** Superior Double **$180** Deluxe Single **$ 210** Deluxe Double **$240** Presidential Suite **$ 1500**	74 13 6 1	Rooms available	Tel: +2540206946000 Fax: +254020828985 E-Mail: reservations@panarihotels.com www.panarihotels.com Contact Person: Ms. Sherry Ayugi Email: sherry@panarihotels.com	4Km	18 Km
28.	Meridian Court Hotel	3	Std Single **$ 87** Std Double **$ 100** Superior Single **$ 98** Superior Double **$ 113** Suite **$ 143**	92	77 Rooms	Tel: +254 020 317481 Fax: +254 020 317045/254020230700 E-mail: meridian@bidii.com www.meridianhotelkenya.com	1 Km	10 Km

29.	Ole Sereni Hotel	4	Superior Single **$ 270** Superior Double **$ 320** Deluxe Single **$ 320** Deluxe Double **$ 370** Club Room Single **$ 380** Club Room Double **$ 430** Suites **$ 700**	134	47 available rooms	Tel: +254 020 3901000 Fax: +254 020 828563 E-mail: mkimani@ole-serenihotel.com www.ore-serenihotel.com	7 ½ KM	17 Km
30.	Lenana Mount Hotel	3	Single $ 47 Double $76		45	lenanamounthotel@iconnect.co.ke Contact Person: Ms Esther Amina	2 ½ Km	2 0Km
31.	Hotel Kipepeo	3	Luxerious Rooms	56		www.hotelkipepeo.com +254-20-2121528 Fax +254-20-313477	City Centre	10 Km
32.	Windsor Golf Hotel & Country Club	5	Deluxe Single $ 183 Deluxe double $ 245 Studio Suite $ 368 2 bed roomed cottage $485			Tel 254-20-8562300/8562500 Fax 254-20-8563322 E-mail admin@windgolfresort.co Contact Person: Ms. Rosemary Nyakanura Email: rnyakanura@windsor.co.ke		5km
33.	Red Court Hotel	4	Single Room $120			Tel. 254-20-3520757/3593145 Fax:254-20-3503147 Fmail:info@redcourt.co.ke www.recourt.co.ke Contact: Ms Ann Ongundi	18km	

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APARTMENTS

No.	*Name*	*Room type/cost inclusive of taxes*	*Capacity*	*Room status*	*Fax No./Telephone*	*Distance from Hotel to City Centre*	*Distance from hotel to the Venue - UNON*
1	Chester House (Kenya News Agency)	1 bedroom Std **$ 100** 1 bedroom deluxe **$ 110** 2 bedroom **$ 140**	30 3	45 Rooms	Tel: +254 020 2227738 E-Mail: info@chester.monarch.co.ke	City Centre	10 Km
2	Hibiscus	1 bedroom single **$ 40** 1 bedroom double **$ 53** Std single **$ 33** Std double **$ 47** Std triple **$ 67**	8	Rooms available	Tel: +254 020 3867828 E-Mail: info@hibiscuskenya.com www.hibiscuskenya.com	4 ½ Km (off Ngong road near former Masaba Hospital)	14 Km
3	Salonika Villas	1 bedroom **$ 107** 2 bedroom **$ 133**	30	10 available rooms	Tel: +254 020 3877363 Fax: +254 020 3873677 E-mail info@salonikavillas.co.ke www.salonikavillas.co.ke	4 Km (Lavington – Muthangari road)	6 Km
4	Kingpost	Studio rooms **$ 93** 1 bedroom **$ 107** 2 bedroom **$ 147** 3 bedroom **$ 200**	12 24 15 2	Rooms available	Tel: +2540204454131 E-mail: karimaj13@gmail.com	4 Km	7 Km
5	Hill Park	1 bedroom **$ 73** 3 bedroom Pent houses **$240 (7 Pax each)**	23 11	10 available 5 available	Tel: (+254 020) 2724312/3/5 Fax: (+254 020) 2716768 Email: reservations@hillparkhotel.com www.hillparkhotel.com	3 ½ Km (next to World Bank)	13 Km
6	Woodmere	Studio rooms **$ 50** 1 bedroom **$ 87** 2 bedroom **$ 101**	5 4 14	Rooms available	Tel: +2540202712511 E-Mail: woodmere@woodmerenairobi.com www.woodmerenairobi.com	4 Km (Rose Ave., off Lenana Rd.)	13 Km
7	Norfolk Towers Ltd	1 bedroom **$ 80** 2 bedroom **$ 107** 3 bedroom **$ 133**	8 8 20	- 7 15	Tel: +254 0202220032 E-Mail: info@norfolktowers.co.ke	1 ½ KM	10 Km